



City of Austin - JOB DESCRIPTION



Associate Court Case Manager

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	12169	Salary Grade:	MC8
Approved:	November 14, 2006	Last Revised:	April 08, 2012

Purpose:

Under general supervision, works in conjunction with other Court personnel to perform a wide variety of semi-routine courtroom and administrative support duties following established policies and procedures

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides court case management including filing, docketing, motions, and updating the electronic cases.
2. Contacts defendants, parents, schools, other courts and/or social services regarding court appearances and non-compliance. Researches names, addresses, and phone numbers of defendants and families to facilitate contact.
3. Assists judge in courtroom, monitors and attends to juror needs and coordinates courtroom activity including maintaining order.
4. Generates complaints, prepare summons and subpoenas, and prepare paperwork such as defendant histories for use at appearance dockets.
5. Monitors cases for compliance and process cases in accordance with approved Court processes and procedures, including making pre-warrant phone calls and warrant or summons preparation. Prepares cases for transfer to other courts as appropriate.
6. Attends court dockets and/or alternative sentencing programs as assigned;
7. Compiles data/information for performance measures and/or reports;
8. Investigates and resolve routine procedural and operational problems.
9. Responds to requests from citizens regarding fines, trial and hearing dates, warrants, extensions, jail bond outs, posting of bonds, defensive driving, deferred disposition, and other information pertaining to court processes and policies.
10. Attends meetings/seminars.

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of court proceedings.

Knowledge of city practices, policy and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to handle hostile or difficult customers.

Ability to retain knowledge of historical laws and procedures.

Ability to perform basic mathematical calculations.

Ability to operate document scanners and related software applications.

Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy.

Ability to establish and maintain good working relationships with other city employees and the public.

Ability to exercise discretion in confidential matters.

Minimum Qualifications:

Two (2) years of higher education or court experience plus two (2) years of related experience, preferably with youth services and/or a court.

Education or experience may substitute for the minimum qualifications.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.